

AN ORDINANCE **9 8 4 0 5**

**AMENDING ORDINANCE NO. 98181, THE BUDGET
ORDINANCE, TO REVISE THE COMPENSATION,
CLASSIFICATION AND BENEFITS FOR PERSONS
CONTRACTING WITH THE MAYOR AND CITY
COUNCILMEMBERS, RESPECTIVELY, TO
PROVIDE ADMINISTRATIVE SERVICES.**

WHEREAS, the Annual Budget for the period commencing October 1, 2003, and ending September 30, 2004, has been adopted by the City Council; and

WHEREAS, the City Council wishes to define the compensation, general job descriptions or classifications, and benefits for persons contracted by the Mayor and City Councilmembers respectively, to provide administrative services; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The first two paragraphs of SECTION 9 (entitled "District Budgets") in Ordinance No. 98181, passed and approved September 18, 2003, are deleted in their entirety, and the following provisions are substituted in their place:

The Mayor and each Council District are allocated funds in accordance with the provisions below for contracted administrative assistant services, establishment of a constituent office, and establishment of an expense and a car allowance for the Mayor and each Councilmember.

Administrative Assistant Compensation. The amount of \$119,544 is budgeted for administrative assistant compensation for the Mayor and each Council District. Mayor and each Councilmember may use these funds to contract for the services of no more than the equivalent of four (4) full-time administrative assistants to assist in serving constituents. Administrative assistants employed full-time can be paid up to \$44,084 annually. Payment for part-time administrative assistants shall be paid on a pro-rata basis. Administrative assistants are not City Employees, but are employees of the Mayor or the individual Councilmembers. These administrative assistants answer only to the Mayor or Councilmember and represent only the Mayor's or Councilmember's point of view in serving constituents.

Contracted administrative assistants may be employed by the Mayor and Councilmembers within the three positions suggested below. A minimum and a maximum compensation range may be used for each position as suggested below. Annual pay ranges for full-time contracted administrative assistants and hourly pay ranges for equivalent part-time personnel are established as suggested below.

Council Aide, \$18,200 to \$23,999 per year, \$8.75 to \$11.54 per hour
Council Assistant, \$24,000 to \$31,999 per year, \$11.55 to \$15.38 per hour
Senior Council Assistant, \$32,000 to \$44,084 per year, \$15.39 to \$21.19 per hour

Attached hereto as Exhibit 1 are general job descriptions for each of the above positions. Attached hereto as Exhibit 2 and incorporated herein is a form contract and Amendment to Contract to be utilized in contracting for administrative assistant services. All contracts entered into pursuant to this subsection must be in substantially the same form and content as the attached.

Administrative Assistant Benefits. The amount of \$14,400 is budgeted for the Mayor and each Council District to be used to reimburse full-time contracted administrative assistants no more that \$300 per person per month for the purpose of acquiring healthcare insurance upon presentation of sufficient documentation of the expense.

The amount of \$4,330 is budgeted for the Mayor and each Council District to be used to reimburse up to six administrative assistants no more than \$60 per person per month for the purpose of obtaining parking for each administrative assistant's vehicle upon presentation of sufficient documentation of the expense.

SECTION 2. The revisions to Ordinance No. 98181 set out above shall be effective as of October 1, 2003. Provisions of this Ordinance not otherwise amended shall remain in effect.

SECTION 3. Pursuant to Chapter 1, Section 1-15 of the City Charter, this Ordinance shall be effective immediately upon passage by at least eight affirmative votes.

PASSED AND APPROVED THIS 6th DAY OF November 2003

ED
M A Y O R
EDWARD D. GARZA

ATTEST: *Jalanda L. Redman*
City Clerk

APPROVED AS TO FORM: *VM Zentuche*
for City Attorney